

**COTS Organizational Workgroup
Meeting Minutes
August 12, 1999**

Members Present: Mike Thomas, DIT; Jerry Simonoff, DTP; Dan Ziomek, DTP; Gerry Pacyna, SCC; Andy Poarch, DIT; Mike O'Neil, DSS.

Members Absent: Bernie Hill, DOC; Ray Davis, DGIF;

Guests: Stuart A. Levy, Ellen W. Dupuy, and Harrison Jones from James Martin Government Consulting; Robert Kuehne and Joseph P. Marino from NCR.

Agenda:

9:00 to 9:05 Opening remarks -- Jerry Simonoff

9:05 to 10:05 Presentation and discussion of enterprise architecture strategy -- James Martin Government Consulting

10:05 to 10:50 General discussion of the enterprise architecture overview briefing, scheduled for presentation to COTS on August 24, 1999. The focus of the discussion will be on strategies for dealing with anticipated implementation challenges.

10:50 to 11:00 Break

11:00 to 12:00 Presentation and discussion of enterprise architecture strategy -- NCR

12:00 to 12:15 Summary of action items and closing comments

Discussion:

As at the July meeting, general discussion again focussed on the subject of enterprise architecture. James Martin Government Consulting presented their recommended strategy for developing a Commonwealth architecture. A copy of the [James Martin presentation](#) is attached.

Following the James Martin presentation, members discussed a final draft of an enterprise architecture overview briefing to be presented to COTS on August 24. After some discussion, it was agreed that the "challenges" section of the briefing should be presented as drafted. Members decided to wait for COTS initial reaction and comments to the briefing before taking further action to address architecture implementation issues and related challenges. The remaining sections of the briefing were approved as

drafted.

It was also agreed that the COTS Organizational Workgroup would function as an interim Enterprise Architecture Review Board, a key component of the Commonwealth architecture governance organization, until the Review Board is officially established by Secretary Upson.

Other discussion focussed on the definition and structure of architecture domains. Members agreed that domain definitions had to incorporate the common technical domains, presented in the overview briefing, but should also be tied to business functions, possibly using a "domain function/technology matrix." The topic of domain architectures will be an agenda item for the next COTS Organizational Workgroup meeting.

The last agenda item was a presentation of the NCR strategy for developing a Commonwealth architecture. A copy of the NCR presentation is available [here](#).